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## M E M O R A N D U M

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**TO:** ALL CIRM STAFF

**FROM:** MARGARET FERGUSON, FINANCE OFFICER

**SUBJECT:** MILEAGE RATES

**DATE:** JANUARY 7, 2010

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In accordance with the approved CIRM policy governing travel, effective January 1, 2010, the mileage reimbursement rate for private vehicles has been decreased to 50 cents per mile.

The CIRM follows the University of California mileage reimbursement standards that are based on IRS published rates. Pursuant to the IRS, the 2010 business mileage rate reflects generally lower transportation costs compared to a year ago. The rate was established based on an annual IRS study of fixed and variable costs of operating an automobile.

Any travel expense claims that are in process for January 2010 travel will be adjusted as appropriate.

If you have any questions, please do not hesitate to contact me or Chila Silva-Martin.

Thanks - Margaret